

CURRICULUM VITAE

Cor Draijer

General

Personal Data: Place of Birth: Zandvoort, the Netherlands
Nationality: Dutch
Address: Prinsen Bolwerk 42C, 2011 MC Haarlem, the Netherlands
E-mail: cor.draijer@gmail.com
Gender: Male
Marital Status: Married, one son
Linkedin: <https://www.linkedin.com/in/cdraijer>

Summary

Qualifications & Skills:

- Excellent computer skills.
- Knowledge of machines and tools and their uses.
- Excellent written and oral communication skills.
- Staff supervision.
- Ability to accept and delegate responsibility.
- Ability to work independently without supervision.
- Good knowledge of all rigging and lifting materials.
- Ability to interact with other departments for the common goal.
- Self Starter

Expertise & Experiences:

- Familiar with logistical operations on and offshore.
- Planning and executing transports (vessel and projects).
- Familiar with materials for on and offshore operations.
- Experience with oil/gas companies procedures, on and offshore.
- Experienced at managing and cooperating with personnel of different countries.
- Familiar with the way customs work in several countries.

Experience History

Company Name: Heerema Fabrication Group
Dates (From – to:) October 2015 – January 2016
Job Title Logistic Coordinator

Main tasks and Responsibilities:

- Logistic preparations for the mobilization of the ALBA B3 platform
- Making export manifests
- Collecting materials from several workshops
- Daily contact with the purchase department
- Making daily report about the status of the project
- Coordinate all material movements between shore / flotel /shore

Company Name: E.ON Climate & Renewables GmbH
Dates (From – to:) Februari 2015 – August/September 2015
Job Title Site Manager Assistant

Main tasks and Responsibilities:

- Making daily reports about the ongoing work from 5 companies
- Making the daily minutes of meeting
- Arranging and plan the accommodation for about 100 people
- Having daily meetings with the hotel manager from the hotel vessel
- Arranging and ordering equipment, spare parts and consumables
- Analyze the weather forecast
- Making crew change lists

- Advise the company about HSE
- Making pictures about the work for the PR department
- Being the chairman for the weekly welfare meeting
- Inform the Marine Coordinator about crew changes and crew transfers

Company Name:	Heerema Marine Contractors, Leiden, The Netherlands
Dates (From – to):	January 2014 – October 2014
Job Title:	Storekeeper 1 / Logistics Controller
Main Tasks and Responsibilities:	<ul style="list-style-type: none"> • Control deliveries and shipment of materials for HMC, subcontractors and client, including preparing shipping manifests. • Manage warehouse, consisting of all spare parts, PPE, project materials, tools, 3rd party items and subcontractor delivered and HMC owned material. • Instruct and liaise with deck crew for loading/offloading, storing, lifting materials on and below deck. • Execute proper storage of chemicals and other hazardous substances. • Waste management, including logging waste transport/incineration in accord with IMO/SOLAS. • Ensure all activities in store are executed in a safe and efficient way in accordance with company standards and procedures. • Liaise with project engineers / yard operations to ensure correct and timely transfer of materials. • Supervise store personnel. • Supervise rigger foreman and riggers. • Perform accurate checks that materials match the requisitions/PO. • Perform regular stock takes and update in Infor. • Inform operations onshore on ETA and ETD of vessels. • Prepare clear handover information for colleagues. • Stimulate innovation and improvement wherever possible. • Provide all relevant information for creation of new parts in HMC-Infor system. • Ensure all rigging and lifting materials on board are certified. • Store and control certificates for lifting materials and tools.
Company Name:	Workfox
Dates (From – to):	January 2013 – December 2013
Job Title:	Material Coordinator
Main Tasks and Responsibilities:	<ul style="list-style-type: none"> • Control deliveries and shipment of materials for Seafox 5, subcontractors and client, including preparing shipping manifests. • Manage warehouse, consisting of all spare parts. • Create requisitions in the McMain logistic system. • Find the correct tools for specific jobs in cooperation with the engineers. • Finding suppliers and/or agents for spareparts. • Perform accurate checks that materials match the requisitions/PO. • Perform regular stock takes and update in McMain. • Prepare clear handover information for colleagues. • Stimulate innovation and improvement wherever possible. • Provide all relevant information for creation of new parts in McMain system. • Joining the daily staff-meeting. • Single point of contact for all logistic activities from and to the vessel.
Company Name:	Heerema Marine Contractors
Dates (From – to):	Januari 2012 – September 2012
Job Title:	Storekeeper 1
Main Tasks and Responsibilities:	<ul style="list-style-type: none"> • Control deliveries and shipment of materials for HMC, subcontractors and client, including preparing shipping manifests. • Manage warehouse, consisting of all spare parts, PPE, project materials, tools, 3rd party items and subcontractor delivered and HMC owned material. • Ensure all activities in store are executed in a safe and efficient way in accordance with company standards and procedures. • Liaise with project engineers / yard operations to ensure correct and timely

transfer of materials.

- Supervise store personnel.
- Perform accurate checks that materials match the requisitions/PO.
- Close cooperation with project team members and subcontractors.
- Ordering items before out-of-stock.
- Preparing the demobilization after the project.

Company Name:	Allseas
Dates (From – to):	December 2008 - December 2009
Job Title:	Logistic Manager ROV Warehouse
Main Tasks and Responsibilities:	<ul style="list-style-type: none">• Setting up an ROV Warehouse.• Find and maintain relations with local suppliers and repair companies.• Control deliveries of goods and materials including all paperwork.• Weekly progress meetings and reports.• Check technical equipment after returning from a project.

Education

Degree / Diploma:	Yes
University / Board:	Gertenbach College
From / To Year:	1976-1981

Other Qualifications & Certifications

Qualifications / Certificates:	<ul style="list-style-type: none">• OPITO MIST• BOSIET• VCA/VOL• Infor/EAM as implemented at Heerema Marine Contractors• McMain as implemented at Workfox• For a total composite of certificates I would refer to my LinkedIn account
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Exposure

Industry & International Exposure:	<ul style="list-style-type: none">• Planner, buyer, ICT, logistics, warehouse manager, site manager• Site manager assistant on Hotel Vessel Wind Ambition for E.on• Storekeeper1 on DCV Aegir January 2014 - October 2014• Material Coordinator on Seafox 5 2013• Storekeeper 1 on DCV Thialf/Lewek Crusader January – September 2012• Technical Engineer India one month 2009
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Language and IT

Languages:	Dutch, English, German
IT Knowledge:	SAP, Infor (ERP), MS Office, Oracle former IT System Administrator/application manager
